**United Educators of San Francisco**

**Executive Board**

Wednesday, November 6, 2019 4:15 p.m.

**Final Minutes**

***Call to order 4:34pm & quorum at 4:43pm***

Divisional Reports

1. President for Retired Division Report Rudi Faltus
2. UESF Special Education Division Committee Report Will Patterson

November 4, 2019

Summary of UESF Special Education Committee

Topics in Summary:

1. Speaking at BOE Meetings
2. Class Size and Caseload Plan, Paraeducator hours gap, compliance
3. Case Coordinator
4. Curriculum and Professional Development

**Speaking at BOE Meetings:**

1. We want speakers at these three approaching BOE Meeting (contact [william.patterson73@gmail.com](mailto:william.patterson73@gmail.com) to coordinate):
   1. 11/6/19: Budget and Business Services Subcommittee: recruit 3 speakers to highlight our three priorities for this year
   2. 11/12/19: Board Meeting of the Whole: recruit many speakers to establish where we are and where we want to go on all topics as they relate to our three priorities.
   3. 11/18/19: Ad-Hoc Committee on Student Placement to discuss pathways, planning in advance, and staffing.

**Class Size and Caseload Plan** - revised draft, (see [flow chart here](https://docs.google.com/document/d/1uBZAHbhyfN2hOy9oGkHXCDuUsgfAPkz7HCXurNgjaBg/edit?usp=sharing))

1. Compliance issues to be reported by grievance, then CDE
   1. Assistance with this process is available from committee volunteers
      1. Email [william.patterson73@gmail.com](mailto:william.patterson73@gmail.com). Others will help too.
   2. First document an effort to resolve at the site level:
      1. Email to principal with schedule and students with missing minutes
         1. Using initials for student names will suggest you are willing to get legal
         2. Copy your UBR on the email and title it Balancing Class Size
         3. Request response within three days
      2. Request UBR be present at any meetings
      3. If Principal cannot provide remedy (3 days max), proceed...
   3. Second, begin Grievance procedure: (this are being developed now)
      * 1. We will help identify your Union Rep
        2. Use template grievance forms (with your staff rep)
   4. If grievance fails, choice to notify CDE
      1. CDE Working group to help with completing complaint forms
         1. Involves listing compliance as it relates to the student
         2. Also, remedy sought to repair student school day
      2. CDE to investigate and ensure an appropriate remedy
      3. Working with a CTA approved attorney, UESF will prioritize CDE complaints by identifying those cases most likely to provide staffing solutions that will solve compliance issues - preference for 1 complaint per site (2-3 at high schools); basically, 1 complaint per staff position needed.
   5. All schools must be reached and assessed - particularly because some schools are staffed by all new teachers
      1. Outreach through UBC
      2. Survey or tracking sheet by Caseload/Class Size working group

**Paraeducator Workday Working Group**

1. Fund needed for sites in short-term,
2. requirements for accessing fund
3. Petition for short-term fund?
   1. Volunteers sought for a working group: none identified yet
4. Contract Language Working Group for long term
   1. classified contract team member may be needed for contract language working group.
5. Need to bring to Board of Education for fast action on compliance issues.
   1. Will be included as targeted speaking point 11/6, 11/12 and 11/18.

**Case Coordinator Support Position**: Nathalie, Brittny, Megan, Steve, Carolyn, Susan

1. Labor Relations has still not returned requests for meetings
2. This position will help admin as much - or more - than SpEd teachers
   1. Schedule maintenance
   2. Service Tracker support to paper-based teachers
   3. Tracking forms for paraeducator minutes
   4. Significantly reduced legal liability
   5. Significantly improved student outcomes
      1. Kids do better when the adult support is staffed, and,
      2. Compliance monitoring puts pressure on proper staffing
3. UESF Middle School Division Committee Report Lisa-Beth Watkins

10/23/2019

Agenda Items

1. LCAP Update (Rorie)

* Note: Service center training will occur before December
* RA will send out a doodle to MS Division UBC leaders; in the Spring, would like to open it up to more members to attend

1. Crisis Food/Water at school sites

* APG UBC brought concerns on supplies for a crisis to administrators, who said that PTA should coordinate that
* Permission from parents to release children to parents' friends
* Request at Assistant Superintendent meeting:
* At Presidio there are backpacks for each staff member, portable toilet in each room, and they are working hard to come up with an evac. plan
* What food and water have been secured throughout the school district? Where are they stored? Who can access it? What is the protocol for accessing the supplies?

1. Review Notes from Meeting with Assistant Superintendents on 10/08/19 Evaluations

Principal's Expectations

* District has reported that 1500 evaluations were done incorrectly last SY
* Many schools, including Lick, Bessie Carmichael, and VVMS have reported that admin is using long form evaluations for every evaluation
* The meeting with Assistant Supes included HR, who reported that they had provided administrators with trainings this school year so they understand the contract requirements
* UESF pointed out that in order to build trust among admin and UBC, especially during evaluations, there must be some flexibility on the application of the contract language
* Assistant Supes provided link to all the middle school Principal's Expectations There was recognition that at times, they are too far reaching.
* Vis Valley MS reported that their UBC had everyone on cycle request a short form eval, and each of them was denied. The UBC has elected to file a grievance.
* UESF Staff Reps met with Chief Academic Officer and followed up with HR and Assistant Supes. We plan to give this issue continuity for the rest of the SY.
* HR reported that Nikki Ford-Morthel, Deputy Assistant Superintendent, is now overseeing the development of evaluation procedures with administrators.
* It is anticipated that either District or UESF will address some of the
* limitations of the contract language on evaluations during bargaining. The Division must be ready to weigh in should proposals develop.
* Jason Hannon, K-8 Assistant Superintendent, proposed that a template be developed for all schools.
* Both SFUSD and UESF can revisit this in the Spring to ensure we
* have templates for the beginning of next school year.
* The link to all the Principal's expectations will be sent to the Division. A couple of people have volunteered to review all of the documents and identify current potential Ed Code or contract violations. The Division will present their findings to the Assistant Supes.

1. Middle Grades Initiate Wonder Task Force.

* The Task Force had its first meeting on Tuesday, October 22, 2019. All middle schools were represented by at least one person, and there was one K-8 school present: SFC
* Members of the Task Force were asked to give their impressions.
* Many questions were raised and left unanswered.
* There was a general sense of confusion about the desired outcome from this meeting.
* Participants were asked to provide responses to a survey in order to shape the next session
* Proposal was made to take continuing concerns over the redesign to the School Board. At the moment, numerous schools said they would like to attempt to reach a resolution through the Task Force
* Continuity to questions raised will be given at the next meeting with the assistant Supes.
* We will ask that the question generated in the first session be answered before or by the January meeting.
* We will request that EPC attend the next meeting with the Asst Supes.

Additional notes:

The meeting with the Assistant Superintendents is scheduled for Tuesday, November 4 2, 2019 from 4:30 to 6pm, at 555 Franklin, 3rd floor.

Lisa-Beth Watkins and Alma Soto will prepare the agenda for the Assistant Supes based on the notes from this meeting. Please let us know if you plan to attend. Depending on the number of participants, we may need to request a bigger room to accommodate everyone.

Please note that after reviewing all of the files, we are missing Lick MS and Willie Brown MS. If you are a UBC Rep from that site, please send those to Alma Soto at asoto@uesf.org so we can add them to the drive.

1. UESF Substitute Division Committee Report Earl Lene de Santiago

The UESF Substitute Divisional meeting was held on October 23, 2019. The agenda included:

Reports: UESF/SFUSD Standing Committee Feedback/Members, Survey Update, Bargaining Informational, and New Items/Concerns

1. **UESF/SFUSD Standing – review items which included:**
2. Issues encountered by members who failed to update their “Personal Profile” on the district’s website before the due date (June 7th) resulted in members being locked out of the Substitute System; unable to access open assignments at the beginning of the 2019-2020 school year; once reported to the district and completion of document, it took two weeks or more to rectify and members gain access to the system. District’s response was that they held those documents until they were able to upload the system with ‘bulk’ (many) entries, not individual ones.
3. Exclusion of positions from the Substitute System for Counselors and Head Counselors assignments, which was to go into effect in September was deemed to be outside the language of the existing contract. Much discussion about the definition of ‘teacher’ and what the contract says. This action ( . . . exclusion of . . . ) was stopped by our immediate by our President, Susan Solomon.
4. For Prop A Substitutes, profiles identifying the schools that would be assigned first were limited to about eight High Potential Schools only. For our members, this looked like those were the only schools where they could accept assignments. District’s response was that from a member’s perspective, they would only see those eight schools however, the backdrop of the substitute system also showed High Potential middle and high schools for which they could be assigned.
5. **Survey Updated included:**
6. Review of the information and format for the draft survey regarding the change in the name of the division, and the rationale for those choices which were different than those suggested by the members at the previous Divisional meeting; the final list consisted of ten choices.
7. Discussion and information was shared about the history of the various names used in the contract for Substitutes: CORE Substitute, Prop A Substitutes, and Regular Substitutes with each designation having duties/responsibilities, and monetary compensation associated with its name. Designating ‘Prop A’ Substitutes as ‘Guest Teacher’ (as was suggested at a previous UESF Assembly meeting) does not change any part of the contract or responsibilities of the substitute.
8. In this Divisional Committee meeting, a motion was made, discussed, seconded, voted on, and approved:

***The Substitute Divisional Committee recommends not making any changes to the present designation of Substitutes in the contract.***

1. **Bargaining Informational**

a. UESF and SFUSD have met several times to discuss the allocation of the funds ($10M over two years) being designated for the ‘Retention of Teachers’ at the High Potential Schools (new name being considered HPFS) in the city. The committee was informed that from the perspective of our UESF Executive Officers, these funds should be include Substitutes who work at those sites.

1. **New Items/Concerns**
2. A member of the Special Education Divisional Committee, William Patterson, shared several issues from their committee.
3. SFUSD is working on a new plan that will span five year but has lacked input from UESF
4. Sixty person of the affected population was found to be non-compliant on the IEP’s
5. Some observations noted, from a Substitute’s perspective, included:
6. Not having an IEP for students, describing the student’s access and/or accommodation
7. When accepting an assignment, the substitute is not always informed by the system, that the assignment is for a Special Education class
8. In the substitute system, the job assignment should always include the name of the teacher you are working for and their position/classification
9. In the substitute system, in the section titled, “Special Instruction”, information should also include those students who have any accommodations, classroom support, pull-outs, and push-ins

Approval of Minutes and Financial Report

1. Roll Call A.J. Frazier, Sergeant at Arms
2. M/S/C Approval of Minutes Katie Waller-O’Connor
3. M/S/C (1 abstention) Treasurer’s Report VanCedric Williams

M/S/C (Unanimous) President’s Recommendations for Expenditures Susan Solomon

1. NAACP Annual Freedom Fund Dinner/Gala 11/2/19, 10 tickets ½ pg ad (retroactive)…$2,000
2. Special Olympics annual donation……………………………………………………………..……….$100
3. Chinese Progressive Association Dongzi Winter Solstice Celebration, Justice Sponsor 12/5/19 $250
4. AFT’s Center for School Improvement Leadership Institute, NYC, 1/23-25/20, 3 participants, registration, airfare up to $4000
5. NCUEA Fall Conference, Savannah, GA, 12/4-7/2019, registration, airfare, hotel up to $1500
6. M/S/C (Unanimous) Amendment to the Amendment - Motion to increase the number of tickets to 15; $3,600; CTA LGBTQ+Issues Conference, San Francisco 12/13-15

(5@$195 each + meals $1,200; Amendment - increase the number of tickets to 10; $2,400)

1. M/S/C (Unanimous) CA Labor Federation pre-primary convention 12/11/19, hotel, airfare, meals for 2 up to $1,200
2. M/S/C (1 opposed) UC Berkeley Labor Center Strategic Campaigns Workshop, 12/5-7/2019, 5 @ $300 each plus incidentals up to $2000

Officers Reports

1. Executive Vice-President’s Report Elaine Merriweather

STATE COUNCIL

Fourteen UESF members attended the CTA State Council from October 25th – 27th in Los Angeles, CA. Each of us served on different committees. Some of the committees were Assessment & Testing, Communications, Curriculum & Instruction, Early Childhood, Financing Public Education, School Safety / School Management, Special Education, and Language Acquisition. If you are interested in any of these topics please let me know and I can connect you with the individual who sits on that committee. The NEA President, Lily Eskelsen García addressed State Council on Sunday. She shared the Strong Public Schools website and how important it is for us to stay woke for the 2020 Presidential Election. There was also a kick off campaign for Schools & Communities First. This initiative will reclaim 12 billion every year to ensure that our schools and communities have resources to educate all of our students. We are in the process of collecting signatures to qualify for the November 2020 ballot. Please take some of the petitions back to your school to get signatures from other educators and parents.

LOCAL NEWS

We still have a lot of Certificated and Classified contracts available for you to pick up. Please stop by and pick some up for your school site. I would like to thank everyone who made our 100th year celebration a success. If you weren’t able to make it to the celebration, we still have a few programs and custom-made pins at the UESF office. There is special edition 100th year anniversary t-shirts on sale now, get them while supplies last.

CTA CONFERENCE GRANTS

The 2019-20 CTA grant applications are quick and easy, you only need to fill out one application for all conferences you would like to attend. The Equity and Human Rights Conference deadline is January 6, 2020. The Conference is February 28th – March 1st. You can apply now, just visit the website: [www.CTAGO.org/grants](http://www.CTAGO.org/grants).

1. President’s Report Susan Solomon

* M/S/C (25 yes, 2 no, 2 abstentions) (call the question 20 yes, 8 no) Discussion and vote on Mayor’s $10 million SFUSD contribution tentative agreement
* Discussion on contract organizing plans and communication; surveys for our members please complete before Thanksgiving break
* Meet-and-confer on SFUSD 2018-2019 unaudited actuals vs. projected revenues

Vote to hear COPE report and not vote on the Cell Tower Resolution 13 supported and 6 opposed

COPE Report Anabel Ibañez

Sergeant at Arms Report 29 present, 3 excused, 7 unexcused A.J. Frazier

Adjournment @ 6:40pm